



**Statewide Internet Portal Authority  
Board of Directors Monthly Meeting Minutes**

November 5, 2009 1:30pm – 4:00pm  
633 17<sup>th</sup> Street, 12<sup>th</sup>  
Denver, CO 80202

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**MOTIONS:**

- To approve the September 6, 2009 Board meeting minutes
- To move into a closed meeting to discuss the management letter of the FY08-09 financial audit.
- To move out of the closed meeting and resume the public Board or Directors
- To approve and accept the Fiscal Year 2008-2009 Financial Audit as presented.
- To allow and approve the discussed expense for consulting services, and to reflect changes in the 6 month budget adjustments.
- To increase the current SysTest task order by the amount of not to exceed \$180,000.
- To authorize the Executive Director to explore a strategy on new business opportunities including total addressable market and website modifications and for the Executive Director to make recommendations and report first to the Business Committee.

**ACTION ITEMS:**

- For Board members to contact SIPA staff if interested in joining or leaving a committee.
- For the Executive Director to reach out to Board members about new business opportunity ideas.

**I. Call to Order: 1:33pm – Chair Arrowsmith**

**A. Roll Call**

Present: Jack Arrowsmith, Bob Feingold, Kent Glassman, Bill Hobbs, Roxy Huber, Gerald Marroney, Senator Ron May, Representative Carole Murray, Annette Quintana

Excused: Senator Bill Cadman, Evan Dreyer, Mike Locatis, Don Mares, Rico Munn

*Quorum was established – 8 voting members present*

**II. Meeting Business – Chair Arrowsmith**

MOTION: To approve the September 6, 2009 Board meeting minutes

1<sup>st</sup>: Roxy Huber

2<sup>nd</sup>: Gerald Marroney

*Approved unanimously*

**III. Committee Reports**

**A. Business Committee – Kent Glassman, Committee Chair**

The Committee will meet in November to discuss the annual business plan.

**B. Contracts Committee – John Conley, Committee Member**

The Committee will meet in November to discuss contractual matters.

**C. Personnel Committee**

No update

**D. Finance Committee – Bill Hobbs, Committee Chair**

The Finance Committee met on October 20<sup>th</sup>, 2009 to review financials, receive an update from the Executive Director, and to review the FY08-09 Audit. The Committee approved the audit subject to some discussion.

Clifton Gunderson representatives, Paul Weiman and Marc DeVries, presented the financial audit for Fiscal Year 2008-2009. The auditors reported a clean and unqualified opinion and that SIPA was not a component unit of the state.

MOTION: To move into a closed meeting to discuss the management letter of the FY08-09 financial audit.

1<sup>st</sup>: Gerald Marroney

2<sup>nd</sup>: Kent Glassman

*Approved unanimously*

MOTION: To move out of the closed meeting and resume the public Board or Directors meeting.

1<sup>st</sup>: Gerald Marroney

2<sup>nd</sup>: Roxy Huber

*Approved unanimously*

MOTION: To approve and accept the Fiscal Year 2008-2009 Financial Audit as presented.

1<sup>st</sup>: Gerald Marroney

2<sup>nd</sup>: Bill Hobbs

*Approved unanimously*

#### **IV. New Business**

##### **A. Colorado Interactive GM Report – Dan Morrison, General Manager**

Colorado Interactive launched the following applications and websites in the month of October: Online Sales Tax Filing, Online Vehicle Registration Renewal for Breast Cancer Awareness Plates, MyUI Claimant, and Add-a-Baby Online Medicaid Form. Fifteen counties deployed using the PayPort solution in their DMV offices, adding to a total of 33 counties. The Department of Labor and Employment soft launched six sites and the Department of Personnel and Administration hard launched the Office of Administrative Courts website. The Internet Self Service (ISS) team completed and launched the MyUI Claimant module which will help relieve the CDLE call center. Right now, the site was given to a select group of people for a month and will then move forward to larger public access. Financials and expenses both remain steady.

##### **B. Executive Director Update – John Conley, Executive Director**

The Executive Director presented the monthly financials for the SIPA operating account. SIPA has met with JPMorgan Chase representatives to discuss bank fees and both parties have taken steps to reduce these fees. SIPA will continue to look into moving some of the funds into a different type of account. SIPA is starting to engage with various state entities and provide services through other vendors that will then become reimbursable to SIPA.

##### *EGE Agreements*

New EGE Agreements this month include Grand County and Colorado State University. SIPA has begun discussions with Gunnison County.

ACTION ITEM: For Board members to contact SIPA staff if interested in joining or leaving a committee.

##### *Consulting Engagements*

The Executive Director entered into an agreement with North Highland for \$65,000 of consulting work. This expense violated the financial policies, as it was not approved. There is an agreement with the Department of Revenue for full reimbursement and the net income and expense will be zero dollars.

MOTION ITEM: To allow and approve the discussed expense for consulting services, and to reflect changes in the 6 month budget adjustments.

1<sup>st</sup>: Senator Ron May

2<sup>nd</sup>: Annette Quintana

*Approved unanimously*

SIPA has a task order with SysTest labs for test management support for the ISS project. This project is also reimbursable from CDLE. The Task Order will need an additional \$52,000. This transaction will look the same as the North Highland engagement discussed and is fully reimbursable.

MOTION ITEM: To increase the current SysTest task order by the amount of not to exceed \$180,000.

1<sup>st</sup>: Roxy Huber

2<sup>nd</sup>: Gerald Marroney

*Approved unanimously*

#### *SIPA Strategy Discussion*

The Board of Directors discussed during the October Planning Session other business opportunities. The Executive Director would like to being begin exploration of these merits to continue growth.

ACTION ITEM: For the Executive Director to reach out to Board members about new business opportunity ideas.

MOTION ITEM: To authorize the Executive Director to explore a strategy on new business opportunities including total addressable market and website modifications and for the Executive Director to make recommendations and report first to the Business Committee.

1<sup>st</sup>: Kent Glassman

2<sup>nd</sup>: Annette Quintana

*Approved unanimously*

#### **V. Other Business**

None.

#### **VI. Adjournment – 4:00pm**

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Transcribed by: Kathy Gappinger